



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## PHARMACY TECHNICIAN

Job Number: 20000927

Job Code: 40290V150216

Job Group: 4000 - HEALTH SCIENCE AND LABORATORY

Job Established: 06/16/1982

Job Revised: 02/16/2015

Grade: 09 Salary (MIN - MID):

\$11,224-\$14,869 - Hourly

\$1,823.90-\$2,416.22 - 37.5 Hr. Monthly Salary

\$1,945.50-\$2,577.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under direct supervision of a pharmacist, prepares pharmaceutical orders and maintains stock levels; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

High school graduate.

#### **EXPERIENCE:**

Must have one year of experience in the preparation of pharmaceutical orders.

#### **Substitute EDUCATION for EXPERIENCE:**

Completion of two years of college in a curriculum leading to a bachelor's degree in Pharmacy will substitute for the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

Additional experience in the preparation of pharmaceutical orders will substitute for the education on a year-for-year basis.

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must be registered as a pharmacy technician with the Kentucky Board of Pharmacy pursuant to KRS 315.135 (1). <http://pharmacy.ky.gov>

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Labels container for drugs, chemicals and other pharmaceutical preparations under direct visual supervision of a pharmacist. Delivers medication under supervision of pharmacist. Orders supplies to maintain stock levels. Receives and places supplies in stock. Cleans equipment and work areas in pharmacy. Types medical administrative records, profiles and checks for duplication of medication. Contacts pharmaceutical companies with regards to problems in shipments and errors in pricing. Calculates monthly drug bills for each patient/resident/inmate. Prices inventory for business office. Assists pharmacy technicians in procedures and methodologies. Assists in taking fiscal year inventory. Monitors drug expiration dates. Assists pharmacist in assessing drug utilization to assure timely and accurate administration of individual patient medications. Assists pharmacist in assuring pharmaceuticals are properly stored and handled in authorized areas outside pharmacy.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in a pharmacy type setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*